

Shelby County Government

A C Wharton, Jr.
Mayor

October 22, 2008

The Honorable Deidre Malone
Chairman, Shelby County Board of Commissioners
160 N. Main, Suite 450
Memphis, TN 38103

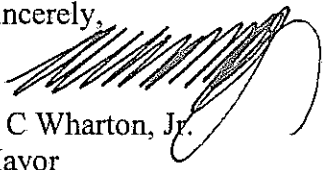
Dear Chairman Malone:

Pursuant to the rules and regulations governing the Shelby County Head Start Policy Council Community Advisory Board, I hereby nominate Mauricio Clavo, Doug Imig, Eva Mosby, Heather Stephens, and Lois Williams for appointment and Michelle Sanders for reappointment.

The term of service for Mauricio Clavo, Doug Imig, Eva Mosby, Heather Stephens, and Lois Williams will begin November 5, 2008 and expire November 5, 2009, for a period of one year. The term of service for Michelle Sanders will begin November 5, 2008, expiring on November 5, 2009, for a period of one year.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,



A C Wharton, Jr.
Mayor

ACW/lar

Enclosure

SUMMARY

I. Description of Item

This resolution appoints five new members and reappoints one member to the Shelby County Head Start Policy Council Community Advisory Board.

II. Source and Amount of Funding

III. Contract Items

A. Type of Contract – N/A

B. Terms – N/A

IV. Additional Information Relevant to Approval of this Item

The Shelby County Head Start Policy Council Community Advisory Board members are appointed for a term of one year. This will be the first term for Mauricio Clavo, Doug Imig, Eva Mosby, Heather Stephens and Lois Williams and the second term for Michell Sanders .

Board Members

<i>Appointments</i>	<i>Resolution Date</i>	<i>Expire Date</i>	<i>Member Since</i>	<i>Race</i>	<i>Term</i>
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Head Start Policy Council Community Advisory Board

Ms. Dorothy Johnson	11/05/2007	11/05/2008			1
Mr. Jose Leon	11/05/2007	11/05/2008			1
Ms. Susan Ratner	11/05/2007	11/05/2008			1
Ms. Michelle Sanders	11/05/2007	11/05/2008			1
Ms. Katy Spurlock	11/05/2007	11/05/2008			1
Mr. Bennie Walker	11/05/2007	11/05/2008			1

Head Start Policy Council Attendance

Michelle Sanders attendance

Total meetings – 10

Total attended – 8

Head Start Policy Council
Board/Commission

Division of County Government

Name: Mauricio GalvoDate of Birth: 06/25/75 Race Hispanic M ☒ F ☐Business Name: Latino MemphisBusiness Address: 2838 Hickory Hill Zip: 38115 Phone 901-366-5882E-mail Mauricio@LatinoMemphis.org Fax 901-366-5799Education: B.S. Business, Christian Brothers UniversityName of Spouse: Ana Y. Villa Number of Children 3Home Address: 8665 Roundtree Pl Zip 38016 Phone 901-386-3747Resident of Shelby County 15 years.Have you ever been convicted of a felony? Yes ☐ No ☒I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ☒ No ☐

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

yes

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

Director, Latino Memphis, -no commercial relationship to
Shelby County.

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Ana Y. Villa, wife, Christian Brothers University, - employer
Unknown if contracts exist.Mauricio Galvo
Signature10/21/08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings _____ No. Attend _____ No. Absent _____

Disposition:

Approval _____ Resolution _____ Item # _____

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private country, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Toastmasters
- 2 Memphis Tourism Foundation
- 3 YMCA
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 n/a
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1	_____
2	_____
3	_____
4	_____

n/a

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted:

Mauricio Calvo

(Print Name)

Signature:

Mauricio Calvo

Date:

10/21/08

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME

Mauricio Calvo

2. DATE OF GRATUITY

n/a

3. NATURE AND PURPOSE OF THE GRATUITY

n/a

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

n/a

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

n/a

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

n/a

7. DESCRIPTION OF THE GRATUITY

n/a

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

n/a

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.


Signature10/21/08
DateMauricio Calvo
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Mauricio Calvo

8665 Roundtree Place • Memphis, TN 38016 • (901) 386-3747 • Mauricio@LatinoMemphis.org

EDUCATION

Christian Brothers University, B.S. Business Administration / Marketing.

May 1997

PROFILE

Strategy – Management – Sales

As a freelance entrepreneur, I have developed strength in creating ideas and strategic planning. As a manager of small and medium size operations, I have learned to maximize resources and to "wear many hats." As a sales driven individual, I am people oriented and believe in the power of personal relationships, teamwork and meeting consensus.

PROFESSIONAL EXPERIENCE**Latino Memphis, Inc.**

July 2008-Present

Director. Plans and directs all aspects of the organization's policies, objectives, and initiatives. Responsible for the short- and long-term profitability and growth of the organization. Plans and directs all aspects of the organization's fund-raising policies and development initiatives. Identifies changes in the work environment or competitive strategies and evaluates, adjusts or redrafts the organization's plan and philosophy accordingly.

Licensed Real Estate Agent.

May 2001-June 2008

Affiliate Broker. An agent is a "liaison" between the buyer and the seller; a manager who coordinates the many parties involved in a transaction, from appraisers to insurance agents, banks and attorneys. I received extensive training about the Memphis market and real estate law. I have been affiliated with Prudential, Remax and most currently with Eagle R.E.

Property Manager / Leasing Agent. Through my involvement with developer Makowsky Ringel Greenberg, I learned the commercial side of real estate. My responsibilities included leasing and managing a portfolio of retail, office and warehouse space throughout the city.

SA-BE, Pallets & Containers Manufacturer.

January 2006- February 2008

Sales / General Manager. Long time friend and mentor, Sam Ross, who created the concept of *Fantastic Sam's*, invited me to join his pallet brokerage firm. After helping him land the biggest account for the company, Sam decided to venture into manufacturing pallets and crates. As General Manager of that operation, I was involved from day one on the acquisition of the land, forming the production team and overseeing the day to day operations of the plant, sales, purchasing, human resources and distribution. At age 80, Sam's health has created circumstances that will lead to the closure of this enterprise.

Merkado. Hispanic Food Distributor

1999

Owner. After leaving Hadin's Sysco to launch a venture as a food broker, I realized that there was a niche in the Hispanic food market not currently serviced by any local distributor. Mercado, which means *market*, carried specialized ethnical food items. After two years of growth, high overhead cost and low margins made profitability unreachable for the start-up.

Hardin's Sysco. Food Distributor

1997

Marketing Associate. My first "real job" after college gave me extensive formal and informal training in the areas of sales and product knowledge. I credit Sysco with much of the basis of my professional career.

DEVELOPMENT

- Bilingual – English / Spanish
- Leadership Memphis, Graduate – 2001
- Latino Memphis, Board Chair – 2003
- Family: wife, local artist Yancy Villa-Calvo, daughters Anna and Carolina
- Favorite Book: *The 7 Habits of Highly Effective People*, Steve Covey
- La Prensa Latina, Hispanic Newspaper, Editorial Contributor, 2003 - 2005
- City of Memphis – Mayor's Multicultural Affairs Committee – past member
- Memphis Area Association of Realtors: Past member. Fair Housing Committee – past member. ABR – Accredited Buyer Representative
- Memphis Tourism Foundation – Board Member

Board/Commission

Division of County Government

Name: DOUGLAS R. IMIG, Ph.D.

Date of Birth: 7-10-62 Race WHITE M ☒ F ☐

Business Name: URBAN CHILD INSTITUTE

Business Address: 600 JEFFERSON Zip: 38105 Phone 678-1360

E-mail IMIG@MEMPHIS.EDU Fax _____

Education: B.A. ST. MARY'S COLLEGE OF MARYLAND, M.A. + Ph.D. DUKE UNIVERSITY

Name of Spouse: KATHY RYDER, M.D. Number of Children 2

Home Address: 1678 AUTUMN AVE Zip 38112 Phone 901-276-8866

Resident of Shelby County 10 years.

Have you ever been convicted of a felony? Yes _____ No ☒

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ☒ No _____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

KATHY RYDER (SPOUSE), PHYSICIAN, VA - MEMPHIS

NO CONTRACTS THAT WE KNOW OF W/ S. C.

[Signature]
Signature

10-22-08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings _____ No. Attend _____ No. Absent _____

Disposition:

Approval _____ Resolution _____ Item # _____

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 NONE
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 N/A
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

N/A

Submitted: DOUGLAS M16
(Print Name)

Signature: Tyler

Date: 10.22.08

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME

NONE

2. DATE OF GRATUITY

3. NATURE AND PURPOSE OF THE GRATUITY

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

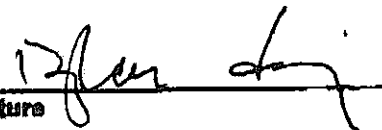
6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

7. DESCRIPTION OF THE GRATUITY

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Signature



Date

10.22.08

Print Name

DOUGLAS 1416

A copy of your completed form will be placed on the Shelby County Internet website.

Doug Imig

Doug Imig is director of the Center for Urban Child Policy at the Urban Child Institute and professor of political science at the University of Memphis. His work concerns the political representation of children in America, and the formation and political activity of social movements. Doug earned his Ph.D. from Duke University in Political Science and was on the faculty at the University of Nevada, Las Vegas, and a visiting scholar at Harvard University before coming to Memphis. He is married to Kathy Ryder, a physician at the Memphis VA. They have two children, Olivia, 9 and David, 6.

Board/Commission

Division of County Government

Name: Eva E. Mosby

Date of Birth: 05/18/60 Race B M F X

Business Name: Department of Human Services

Business Address: 170 N. Main, 9th Floor Zip: 38103 Phone: (901) 543-7356

E-mail: Eva.Mosby@state.tn.us Fax: (901) 543-6084

Education: Master of Public Administration

Name of Spouse: Dennis Mosby Number of Children: 0

Home Address: 4771 Rocky Knob Dr Zip: 38116 Phone: (901) 332-9272

Resident of Shelby County 22 years.

Have you ever been convicted of a felony? Yes No X
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

OK

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Eva E. Mosby
Signature

10/21/08

Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: Eva E. Masby
(Print Name)

Signature: *Eva E. Masby*

Date: 10/21/08

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Leadership Memphis
- 2 Tennessee Government Executive Institute (TGEI)
- 3 Shelby County Department of Human Service Volunteer Support Committee
- 4 Board Member - Methodist Extended Care Hospital (MECH)
- 5 Board Member - New Directions, Inc.
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 _____
- 2 N/A
- 3 _____
- 4 _____

GRATUITY DISCLOSURE FORM
Shelby County Ethics Commission

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1. NAME
Eva E. Mosby
2. DATE OF GRATUITY
N/A
3. NATURE AND PURPOSE OF THE GRATUITY
N/A
4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY
N/A
5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY
N/A
6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY
N/A

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Eva E. Mosby
Signature

10/21/08
Date

Eva E. Mosby
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Eva E. Mosby

4771 Rocky Knob Dr.
Memphis, TN 38116

901-332-9272 (Home) 901-543-7821 (Work)

Objective:

To utilize my skills and expertise to allow further career development.

Experience:

Field Management Director 2 – 08/08 – present – Tennessee Department of Human Services, Memphis, TN

- Provides overall leadership, direction, management for the implementation of the Family Assistance personnel, offices, and programs to include Families First, Food Stamps, TennCare/Medicaid and Child Care Certificate for Memphis and Shelby County.
- Directs, provides guidance and assigns work to the Field Management Directors 1 in the district.
- Coordinates program administration with State Office Policy Directors to ensure timely and effective policy implementation for Family Assistance programs. Ensures accountability in the administration and development of Department programs through continuous performance management designed to achieve measurable outcome goals.
- Develops and maintain effective working relationships with all sections of the Department that have staff located in the district. Fosters and maintains effective relationships with other state and local public agencies as well as community partners.
- Plans and executes staff assignment, building management and operational changes to address the needs of staff. Ensures that the local offices establish and monitor effective customer service model and assess client service outcomes.

District Director - 11/02 – 08/08 - Tennessee Department of Human Services, Memphis, TN

- Responsible for providing leadership, direction and management of the Family Assistance Programs (Food Stamps, Families First, Child Care Certificate and Medicaid/TennCare) in Shelby County.
- Serve as a direct contact with the Department of Human Services state office in Nashville. Work closely with the District Administrator and the state Family Assistance Directors to ensure accountability in the administration of the Department programs.
- Directly supervisor six program supervisors, three program coordinators and an administrative secretary. Provide leadership to over 500 employees in Shelby County. Work with the program supervisors to assess the effectiveness of the program and to improve the operation and the management skills.
- Hold monthly meeting with the forty field supervisors, three program coordinators, ten office supervisors and the six program supervisors in Shelby County. Meet with the Families First contractor on a monthly basis. Serve as a liaison with the other community organization.

Technical Assistant/Interim District Director - 01/01 – 11/02 - University of Memphis, Memphis, TN

- Ensure that each contractor successfully completes the terms and conditions of their grant. Ensure effective program outcomes by providing for the technical assistance needs of Families First contractors.
- Implement expeditious corrective actions in a cooperative endeavor between the Tennessee Department of Human Services and the local contractors.
- Served as the Interim Director from May 2001 through November 2002 – same job duties as above.

Program Coordinator - 12/97-01/01 - Tennessee Department of Human Services, Memphis, TN

- Monitor program policy administered by Field Staff/conduct training for field staff. Work with District and State Office staff to improve Tennessee's Food Stamp programs. Assist the District and State Office in monitoring the broad spectrum of quality programs.

Field Supervisor - 07/96 - 12/97 - Tennessee Department of Human Services, Memphis, TN

- Provided assistance to frontline staff in Family Assistance at the Local Level to ensure timely and accurate benefits.
- Submitted weekly/monthly report to program supervisor/identified training needs and monitored the case manager performance. Interacted with parents and communication organization regarding the Families First Program.

Eligibility Counselor II - 08/86-07/96 - Tennessee Department of Human Services, Memphis, TN

- Determined eligibility for Medicaid, AFDC and food stamps. Review, interpret and apply policy and procedures.
- Encode information in the computer system and exercise total quality management. Served on a Case Management Task Force to the Commissioner of Family Assistance.

Education:

2002 - 2006 University of Memphis, Memphis, TN - Master in Public Administration
1980-1982 Delta State University, Cleveland, MS - B.A. Business Administration - Finance
1978-1980 Northwest Mississippi Junior College, Senatobia, MS

Interests:

Member of Tennessee Department of Human Services (Shelby County) Volunteer Support Committee, Tennessee Government Executive Institute and Leadership Memphis.

Board Member:

Methodist Extended Care Hospital (MECH)
New Direction, Inc

References Available Upon Request

Board/Commission

Division of County Government

Name: Heather Stephens

Date of Birth: 5/22/73 Race Black M (F)

Business Name: Franklin Covey Products, Inc

Business Address: 4465 Poplar Ave zip: 38117 Phone 901-763-1492

E-mail store7068@franklin-coveyproducts.com Fax 901-763-3365

Education: Bachelor of Science

Name of Spouse: Dale Stephens Number of Children 3

Home Address: 3260 Powers Rd mpls zip 38128 Phone 901-334-8608

Resident of Shelby County 10 years.

Have you ever been convicted of a felony? Yes No X
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

Yes

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

Stephens Signs & Design is my husband's business. No contracts with Shelby County Government

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

none

Heather Stephens
Signature

10/21/08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition: Resolution Item #

Approval

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Delta Sigma Theta Sorority, Inc.
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 None
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 None
- 2 _____
- 3 _____
- 4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted:

Heather Stephens

(Print Name)

Signature:

Heather Stephens

Date:

10/21/08

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

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1. **NAME**
Heather Stephens
2. **DATE OF GRATUITY**
na
3. **NATURE AND PURPOSE OF THE GRATUITY**
na
4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**
na
5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
na
6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
na

7. DESCRIPTION OF THE GRATUITY

na

8. COST OF THE GRATUITY (if cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

na

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Heather Stephens
Signature

10/21/08
Date

Heather Stephens
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Objective

I am seeking the opportunity to join the team of a company that will embrace my professional experience and talents to enhance the overall nature and vision of the company.

Experience

Customer Service Manager

June 2008-Current FranklinCovey Products, Inc.,

- Oversee all customer service and sales standards
- Oversee all merchandising and new floor plans
- Maintained acceptable level of retention and shrink
- Complete daily, weekly, and monthly reporting and tracking
- Increase sales through business development efforts
- Hire staff to support appropriate busy and slow seasons
- Coach and train all employees on sales and service expectations

Substitute Teacher

August 2008- Current Memphis City Schools

- Oversee lesson instructions and maintain classroom order in the absence of the teacher

Tennessee Gateway Tutor

March- May 2008 Memphis City Schools

- Assist teacher in thoroughly covering each Specific Performance Indicator
- Partnered with teacher in lesson planning
- Created incentive program to help motivate students
- Maintained tracking to manage recognition/rewards for students

Branch Manager, Assistant Vice-President

2002-2006 SunTrust Banks, Inc (National Bank of Commerce)

Oversee all sales, service, and operations of the branch

- Lead team in reaching annual goals in the areas of Personal Deposits & Loans, Business Deposits & Loans, Mortgage, and Investments
- Manage and sustain over \$37 Million in outstanding deposits and over \$9 Million in outstanding loans
- Ensure completion of all mandatory compliance training of all branch employees
- Maintain above company average in customer service ratings to increase retention and consistently acquire new banking relationships
- Manage, coach, and develop all branch employees
- Conduct Weekly Sales meetings, daily morning huddles and daily evening debriefs

Assistant Branch Manager, Bank Officer

2001-2002 SunTrust Banks, Inc (National Bank of Commerce)

- Assist the branch manager in all sales, service, and operations of the branch
- Oversee all managerial duties in the absence of the Branch Manager

Manager-in-Training

2000-2001 SunTrust Banks, Inc (National Bank of Commerce)

- Completion of management training program
- Gained knowledge & experience as a banker in products, services, policies and procedures

Store Manager

1997-2000 Lerner New York

- Oversee all sales and inventory
- Oversee all merchandising and new floor plans
- Maintained acceptable level of retention and shrink
- Hired staff to support appropriate busy and slow seasons
- Coached and trained all employees and members of management

Education

Lane College Jackson, Tennessee

1991-1995

- Bachelor of Science, Biology
- Meharry Medical College, Summer Internship 1992

Accomplishments

Branch Manager of the Year 2004, National Bank of Commerce
Retail Management School Certificate, SunTrust Banks, Inc
Personal Banker Certificate, National Bank of Commerce
Barret School of Banking (Sophomore year completed)

Community Involvement

Shelby County Head Start Policy Council, Vice-Chairman
City Changers of Memphis, Board of Directors
STAR Academy Charter School, PTO
Primary Prep Head Start, Policy Committee

Board/CommissionDivision of County GovernmentName: Lois W. WilliamsDate of Birth: 1-21-51 Race African American M F XBusiness Name: Shelby County SchoolsBusiness Address: 160 S. Hollywood St. Zip: 38112 Phone 901-321-2538E-mail lwilliams@scsk12.org Fax 901-321-2649Education: Master's Degree in EducationName of Spouse: N/A Number of Children 1Home Address: 114 Island Place Zip 38103 Phone 901-521-1995Resident of Shelby County 22 years.Have you ever been convicted of a felony? Yes No XI give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

None

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Courtney D. Williams -- Communications Manager -- InternationalPaper/Savannah MillLois W. Williams
Signature10/21/08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private country, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 The Racquet Club of Memphis
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: Lois W. Williams

(Print Name)

Signature: Lois W. Williams

Date: 10/21/08

GRATUITY DISCLOSURE FORM**Shelby County Ethics Commission**

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAMELois W. Williams**2. DATE OF GRATUITY**N/A**3. NATURE AND PURPOSE OF THE GRATUITY**N/A**4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**N/A**5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**N/A**6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**N/A

7. DESCRIPTION OF THE GRATUITYN/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Lois W. Williams
Signature

10/21/08
Date

Lois W. Williams
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Lois Washington Williams
114 Island Place, Memphis, TN 38103
901-521-1995
Lwwms@bellsouth.net

PROFESSIONAL PROFILE:

- Over thirty years of administrative and teaching experience with a strong combination of curriculum development, program implementation, strategic planning, professional development and client resolution knowledge
- Effective leader, communicator and motivator with a proven record of meeting deadlines, multi-tasking, developing staff training, and maximizing resources
- Demonstrated success handling employee relations, state and federal programs, labor law, disciplinary procedures, payroll and benefits administration
- Computer proficient in Windows for Macintosh, Microsoft Windows XP, Excel, PowerPoint, Word, Outlook

PROFESSIONAL EXPERIENCE:

Assistant Superintendent - Human Resources

Shelby County Schools; Memphis, Tennessee, 2006-Present

- Manage employment actions such as recruitment, interviewing, recommendations and placement
- Plan, organize, control, and administer the District's personnel services and programs.
- Develop and implement procedures for recruitment, interviewing and hiring prospective employees
- Conduct hearings, administer grievances and disciplinary measures and serve as employee mediator
- Represent school district and implement contracts in the collective bargaining process.
- Monitor compliance with local, state and federal mandates including No Child Left Behind
- Serve as Federal Rights Coordinator for the school district

Director of Classified Personnel/Director of Human Resources

Shelby County Schools; Memphis, Tennessee, 1999-2006

- Directed recruitment, selection and placement of school and district-wide staff
- Developed, maintained, and implemented human resources policies and procedures.
- Determined staffing requirements for schools and departments.
- Negotiated and implemented Memorandum of Understanding.
- Developed in-service programs for support staff.

Principal- Dogwood Elementary/ Ross Elementary

Shelby County Schools; Memphis Tennessee, 1995-1996 and 1997-1999

- Assumed responsibility for the organization, implementation and administration of all school functions
- Supervised 1350 students and a staff of 100 certificated and support staff
- Exerted leadership in the instructional program to meet the needs of students served
- Maintained and enhanced superior academic goals by evaluating teaching/learning environment
- Communicated with parents concerning students' needs to maintain high behavioral standards

Instructional Supervisor- Shelby County Schools Board of Education (1996-1997)

- Instructional leader in developing and implementing district-wide elementary mathematics curriculum
- Assisted teachers in the development of effective instructional strategies
- Conducted professional growth programs, workshops, and in-service activities
- Served as Liaison between the Department of Instruction and schools

Curriculum Coordinator- Crump Elementary (1992-1995)

- Assisted daily administration and operation of k-5 school with 1300 students and 73 faculty members
- Conducted focused needs assessments and curriculum analyses
- Decreased administrative disciplinary referrals by creating systematic, progressive disciplinary plan
- Served as principal's designee in special education forums
- Chaired Student Assistance Program
- Developed in-service and staff development activities

ADDITIONAL TEACHING EXPERIENCE

17 years of classroom teaching experience in various educational communities to include Tennessee, Pennsylvania, Georgia, Kentucky and Texas

EDUCATION

East Texas State University; Texarkana, TX

Master of Education

North Texas State University; Denton, TX

Bachelor of Science in Secondary Education

Postgraduate studies at the University of Memphis, Bucknell University, and Northeastern University

References available upon request

Board/Commission

Division of County Government

Name:

Michelle Sanders

Date of Birth:

6-4-68

Race

Black

M

F

☒

Business Name:

Memphis Sexual Assault Resource Center (MSARC)

Business Address:

2675 Union Ext.

Zip:

38112

Phone

272-2020

E-mail:

Michelle.Sanders@memphistn.gov

Fax

274-2769

Education:

Name of Spouse:

Number of Children

1

Home Address:

5146 Pickett Cove

Zip

38109

Phone

959-4869

Resident of Shelby County

30

years.

Have you ever been convicted of a felony? Yes ☐ No ☒

No

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ☒ No ☐

No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/AMichelle Sanders

Signature

10/21/08

Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings

No. Attend

No. Absent

Disposition:

Approval

Resolution

Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Shelby County Headstart
- 2 Alpha Kappa Alpha Sorority
- 3 NAACP
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 _____
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 _____
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted:

Michelle Sanders
(Print Name)

Signature:

Michelle Sanders

Date:

10/21/08

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME Michelle Sanders
2. DATE OF GRATUITY

3. NATURE AND PURPOSE OF THE GRATUITY

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

7. DESCRIPTION OF THE GRATUITY

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Michelle Sanders
Signature

10/21/08
Date

Michelle Sanders
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Michelle Sanders, CMSW

Ms. Sanders received her Bachelor of Science Degree in Psychology at Tennessee State in University. Prior to continuing her education, she worked for Davidson County Community Health Agency as a caseworker and Shelby County Juvenile Court as a detention monitor. While in graduate school at The University of Tennessee Knoxville College of Social Work she pursued research in working with cancer patients and adolescents. She has over 10 years of experience working for profit and non profit agencies. Her career background has focused on helping others either obtain tangible resources, career development or facilitating training seminars that contributes to the company growth through diversity, employee moral and organizational development.

Currently, Ms. Sanders works as a Sexual Assault Counselor with Memphis Sexual Assault Resource Center. Ms. Sanders clinical specialty areas include working with survivors of trauma and with individuals diagnosed with Post Traumatic Stress Disorder. She values group therapy which she facilitates a support group for female adolescents of sexual assault along with providing individual therapy, advocacy and educating our community on responding to sexual assault trauma.

Ms. Sanders most rewarding accomplishment to date is being a mother and friend to her five year old son **MYLES**.